



**Scoring Criteria 1: Qualifications/Expertise of Firm**

Min pts 0 : Max pts 20

A. Include the following items:

- List the type(s) of eminent domain appraisal expertise that your firm can provide;
- How long has your firm provided these type(s) of expertise;
- Provide the number of employees within the state of Washington (including the Greater Portland Metropolitan area How about Idaho? Eastern and South Central often hire firms from Idaho) for your firm. Also, provide the number of employees that your firm has nationwide; and
- Provide an organization chart of your firm and include the respective roles that each individual provides.

B. Include the following items:

Provide a list of up to three (3) projects that firm has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

**Scoring Criteria 2: Qualifications of Proposed Appraiser and/or Review Appraiser**

Min pts 0 : Max pts 20

A. Include the following items:

List and discuss up to three (3) examples for your proposed Appraiser and/or Review Appraiser that demonstrates his/her prior experience as an appraiser or Review Appraiser on a WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the appraiser's responsibilities and tasks on each project.

B. Include the following items:

List eminent domain training that the appraiser and/or review appraiser has successfully completed. Such training should be relevant to state and federal regulations and/or procedures.

C. Include the following items:

List and discuss up to three (3) examples of the proposed appraiser's ability to perform the following:

- Eminent domain appraisals and/or appraisal reviews;
- Appraisal reviews;
- Appraisal performance on time and within budget; and
- Communication skills with clients and property owners.



- D. Include the following items:  
Provide listing of professional licenses/accreditations for each proposed Appraiser and/or Review Appraiser; include the year that each license/accreditation was received.
- E. Include the following:  
Indicate if the appraiser's work history does or does not include a termination of a contract for default. If the appraiser's work history does include a contract that has been terminated for default within the past three (3) years, describe such incident. Submit full details of the terms for default including the other property's name, address, and phone number. Present the appraiser's position on the matter. WSDOT will evaluate the facts and may at its sole discretion, reject the proposal on the ground of the past experience.

**Scoring Criteria 3: Sample of Narrative Appraisal Report and /or Determination of Value**

Min pts 0 : Max pts 20

**Appraiser:**

Provide a sample of a narrative appraisal report that was written by the proposed appraiser. The sample appraisal report must be a before and after appraisal that addresses severance or property damages other than cost to cure. The sample report must meet the minimum requirements of WAC 468-100-102 and the WSDOT R/W Manual and have been completed within the last five (5) years.

**Review Appraiser:**

Upon receipt of the proposal for Appraisal Review, the proposed Review Appraiser will be provided with a sample appraisal for desk and technical review. The applicant will be required to submit their findings of the appraisal in the format of a Determination of Value (form to be provided by WSDOT) for evaluation by the committee. The Determination of Value must be received within 10 working days of receipt of the sample appraisal, as evidenced by a certified mail receipt.

**Scoring Criteria 4: Copy of General Real Estate Appraiser license for the State of Washington**

Min pts 0: Max pts 20

- A. Include the following items:
- Include a copy of his or her current General Real Estate Appraiser license for the State of Washington only for each proposed appraiser or Review Appraiser.



**Scoring Criteria 5: References/Past Performances**

Min pts 0 : Max pts 20

**A. Include the following items:**

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years. A copy of your performance evaluation forms must be included in packet B of your submittal.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax no later than the submittal due date. The evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

**Scoring Criteria 6: Cost Factors (Prime Consultant Only)**

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A": otherwise use item "B"):

**A. Overhead Rate and Direct Labor Costs:**

- Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.



- B. Statement of Billing Rates: If your firm does not have an overhead rate, include the following:
- Descriptive statement that the rates listed are the lowest/best rates given to any client;
  - The beginning and ending dates that the quoted hourly rates are valid;
  - Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
  - The hourly billing rates for each labor classification.